

# **Central Coventry Fire District**

## **Board of Directors**

**November 20, 2007 - 7:00 pm**

**Central Coventry Fire Station 4**

### **Minutes**

**1. Call to Order – 7:10 pm by Robert Crowe**

**2. Roll Call**

**President: Girard Bouchard – (8:34 pm)**

**Robert Crowe - John Bowen - Joe Bonn - Anna Mae Lapinski**

**Tax Collector – Jeanne Graemiger**

**Asst. Chief Tucker - Chief Seltzer**

**Linda Giguere, Ron Gizzarelli**

**Additional People present: Richard Blade**

**VP: Michael New, Treasurer: Tom LaColle, Richard Tellier, Elaine Hunt**

**– Not Present**

**3. Swearing in of New Board Members**

**Mr. Crowe asked about the amount of time the change in location of the Special Meeting was posted. There was some discussion regarding how and when the meeting was posted and how and when it was required to be posted. There was also some discussion as to the Open Meetings Law not applying to this Special Meeting. There**

has been no written complaint filed. Ms. Lapinski made a motion to delay the swearing in and the vote for President and Vice President to allow the District Clerk to gather information to insure the meeting was properly posted.

**Motion: Anna Mae Lapinski   Seconded: John Bowen**

**All Vote Aye**

**4. Election of President & Vice President - postponed**

**5. Approval of Minutes of the previous Board of Directors Meeting – 10/16/07**

**Motion: Anna Mae Lapinski   Seconded: Joe Bonn**

**All Vote Aye**

**6. Old Business - None**

**7. President's Report - None**

**8. Chief's Report**

**Personnel**

**#4 – Mr. Crowe asked how many people to be interviewed. Nine interviews to be conducted. This would be their 2nd interview. There was a board member involved in the 1st interview process when the applicants were ranked on the list. This interview will include officers and firefighters to get a feel for how each candidate would fit with the department.**

**#6 – Mr. Crowe asked if making the Administrative Assistant full time was included in the budget. According to Chief Seltzer it was budgeted for a partial year. He will check with Mr. LaColle to get the exact amount of time that was budgeted for.**

## **Administration**

**#2 – A locked Drop Box will be installed outside the Tax Collector's office where payments can be dropped when the office is not open. The box came in today and will be installed shortly.**

**There was some discussion regarding a grace period to the end of the month for tax payments. There was also some discussion of working with Coventry Credit Union to accept tax payments. Ms. Lapinski made a motion to allow for an unwritten grace period until the last business day of the month.**

**Motion: Anna Mae Lapinski   Seconded: Joe Bonn**

**All Vote Aye**

**#11 – The District Clerk will copy the letter previously sent to Mr. Streker, 5 Walker Ln, regarding the Veteran's Exemption to be given to Chief Seltzer. Chief Seltzer will forward this to Mr. Streker. He had held back paying his bill waiting for a decision and so has incurred a small amount of interest. There was some discussion regarding the District allowing or not allowing exemptions.**

**#12 – Ms. Lapinski made a motion to authorize Chief Seltzer to hire a part time employee four to eight hours a week at \$10.00 per hour as recommended with the monies to be taken from Plan Review Fees.**

**Motion: Anna Mae Lapinski   Seconded: Joe Bonn**

**All Vote Aye**

## **Fire Prevention**

A request has been put in to the Town to change the name of two new developments. Sherwood Village and Sherwood Estates would be confusing as there already is a Sherwood Valley. The Fire Marshal has been meeting with the Town Planning Department on a monthly basis to review and have input with any new developments to help avoid issues like this.

**Motion: Anna Mae Lapinski   Seconded: John Bowen**

**All Vote Aye**

**9. Treasurer's Report – None (Treasurer not present)**

**10. Tax Collector's Report**

Tax Collector requests to increase cash on hand from \$50.00 to \$100.00 to make change for taxpayers.

**Motion: Anna Mae Lapinski   Seconded: Joe Bonn**

**All Vote Aye**

**Motion to accept Tax Collector's Report as presented**

**Motion: Anna Mae Lapinski   Seconded: John Bowen**

**All Vote Aye**

**11. New Business**

## **Proposals for New Chief's Vehicle**

Chief Seltzer apologized for not being at the last meeting. He said that he had brought up just the two vehicles last month because they were such a good deal and the Tax Collector had brought in a

significant sum in back taxes. Also the Chief addressed the issue of bringing up the purchase of new vehicles when they were not budgeted for. When the budget was put together in July the vehicles in question were not having any problems and he felt that they would last until next year's budget. Three issues were brought to the Board in the last budget and were not addressed; a Capital Fund, a Rainy Day Fund (for major emergencies) and a list of Building improvements needed. None of these issues were addressed. This issue has to be addressed now as there is a vehicle that either needs major repairs or needs to be replaced. The vehicle is only worth between \$2,000 and \$4,000. It doesn't make sense to waste the money on repairs for such a vehicle. After speaking with Mr. Bouchard and based on the recommendation of our mechanic Chief Seltzer wrote up specs for a 2008 GMC Envoy and had Mrs. Hall send out requests for bids to 6 dealers and we received 5 bids back. Also Chief Seltzer's niece works at Enterprise. They have vehicles with 12,000 to 18,000 miles for \$18,000 to \$19,000 as another option.

The question was asked last meeting as to what we have for vehicles.

We have a Crown Victoria that the Fire Marshal uses, 2004 Suburban for Assistant Chief and a 1999 Explorer for the Chief.

Mr. Bouchard arrived at this point, there was some discussion to bring him up to speed.

Mr. Bowen asked if any research was done on Hybrid vehicles. Chief Seltzer checked on them they would cost around \$50,000. There was some discussion about what vehicles are available as hybrid vehicles and what size vehicle the Chief needs. Mr. Crowe asked if we would

be getting the regular warrantee or if we should purchase an extended warrantee. There was some discussion about what warrantees typically cover. The question was asked if the vehicles quoted were on site or had to be ordered. Chief Seltzer said four of the vehicles are available now; only one would have to be ordered. There was some more discussion on Hybrid vehicles. Chief Seltzer's research says it would add \$15,000 to the purchase price. Ms. Lapinski suggested we look at a hybrid for the next vehicle to be replaced.

Mr. Gizzarelli asked if vehicles are financed or purchased outright. Chief Seltzer replied that we have used both methods. There was some discussion regarding the benefits of both methods.

Mr. Crowe thinks we should purchase the vehicle outright if we have the money. Mr. Bowen added that we should add a line item to the budget for replacement of vehicles. Mr. Crowe suggests we go with the low bid. Mr. Bonn agreed as the vehicle is available now. Mr. Bouchard agrees that we need to purchase a new vehicle asked for a motion to approve the purchase. Mr. Crowe made the motion.

**Motion: Robert Crowe   Seconded: Anna Mae Lapinski**

Mr. Gizzarelli commented that the low bid is not always the best choice because you have to consider the speed and quality of service after the purchase. He asked if we have any experience with any of these dealers. Mr. Bonn has some experience in this area. In his experience Hurd and Masse have good service.

**All Vote Aye**

**Chief Seltzer offered that the 2004 Suburban was purchased at Hurd. They have given us good service. They are supportive of emergency services needs. Mr. Bonn has purchased a vehicle there and has had a good experience. Chief Seltzer has a possible buyer for the 99 Explorer at \$4,000. Mr. Crowe asked that the chief check into the extended warrantee.**

**Mr. Bouchard asked for a motion to direct the chief to purchase the vehicle from Hurd.**

**Motion: Robert Crowe   Seconded: Joe Bonn**

**All Vote Aye**

**Chief Seltzer asked about how the board wants to handle the new hires. There was some discussion of the process. The Board would like to the Chief to bring his recommendations to the Board for final approval.**

**Mr. Blade asked if the escrow account for vehicle replacement at Washington was transferred over when the districts merged. Chief Seltzer answered that the monies were transferred but the merged district does not have a fund like that set up. He has suggested to the Board to set up a Capital fund where an amount is set in the budget each year to build up a fund for larger expenses so taxes do not have to be raised for this.**

**Mr. Blade also asked what the formula was to come up with the tax rate. Mrs. Greamiger explained that we take the valuations from the Town and determine the tax rate based on what we need to collect to meet our Budget. Mr. Bouchard suggested that Mr. Blade bring up his issue under new business to be considered at the next board meeting.**

**12. Seek to Convene an Executive Session pursuant to RIGL 42-46-5 (a)(5)**

**Acquisition of Real Property**

**Motion to Convene Executive Session – 9:01 pm**

**Motion: Robert Crowe    Seconded: Anna Mae Lapinski**

**Roll Call Vote - All Vote Aye**

**Chief Seltzer, Asst Chief Tucker & Mrs. Hall are invited into the session.**

**Motion to Reconvene Open Session – 9:37 pm**

**Motion: Anna Mae Lapinski    Seconded: Robert Crowe**

**Roll Call Vote - All Vote Aye**

**Mr. Bouchard says there are two issues to come out of the executive session. He makes a motion to have the stations on Arnold Rd and Station St appraised for commercial resale value and to pursue the acquisition of the property on Wood St.**

**Motion: Girard Bouchard    Seconded: John Bowen**

**All Vote Aye**

**Motion made to seal the minutes of the executive session.**



**Motion: Anna Mae Lapinski   Seconded: Joe Bonn**

**All Vote Aye**

**13. Introduction of new business to be considered at the next Board Meeting**

**14. Adjournment – 9:50 pm**

**Motion: John Bowen   Seconded: Anna Mae Lapinski**

**All Vote Aye**